

APPLICATION FOR CONTINUING EDUCATION INSTRUCTOR

PAGE 1

Application Fee: **\$50.00 - Between 10/01/13 and 09/30/14**
 \$25.00 - Between 10/01/14 and 09/30/15

Complete this form online and print it for submission OR print the form and complete it in black or blue ink. Make your check payable to the Alabama Real Estate Commission and mail it, along with your application and the appropriate documentation, to the Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, AL 36106.

Name of Instructor Applicant _____

Social Security Number _____ Date of Birth _____

Mailing Address _____

City _____ State _____ Zip _____

Work Phone _____ Home Phone _____ Mobile Phone _____

Fax _____ Email Address _____

Once you have received approval as a Continuing Education Instructor, you must go to the Real Estate Commission's website, arec.alabama.gov, to submit courses for approval.

Select *Education* under the Professionals link. Click *Education Resources* and select *Real Estate Continuing Education Course Application* for instructions on submitting course applications online.

I. Instructor Qualifications: Applicant must possess one of these. Please check the appropriate box below.
DOCUMENTATION MUST BE SUBMITTED.

- ☐ Bachelor's degree in the field of instruction plus at least two years' experience in the field of instruction. **Submit transcript and résumé.**
- ☐ Teaching experience consisting of at least 75 hours in the applicable field within the 3 years immediately preceding the date of the instructor's application plus 3 years full-time experience in the field of instruction. **Submit letter from school verifying teaching experience and résumé documenting work experience.**
- ☐ Six years full-time experience in a profession, trade, or occupation in the applicable field. **Submit résumé and copy of an applicable license.**
- ☐ Any combination of at least six years of full-time experience relevant to the applicable field and college level education with coursework in the field of instruction. **Submit résumé and transcript.**

(Continued on Page 2)

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PAGE 2

II. Do you hold or have you held a real estate license? *(check below)*

☐ Yes ☐ No

If yes, please provide the requested information below.

☐ Salesperson Dates held _____

States held _____

☐ Broker Dates held _____

States held _____

III. Important Information

- If you will be teaching Risk Management, you must use the Commission-prescribed outline. All courses must be approved by submission of a Real Estate Continuing Education Course Application and course review fee.
- You cannot begin teaching a continuing education course until you receive written approval for the course from the Alabama Real Estate Commission.
- Exams are not required for CE courses; therefore, any licensee who attends 100 percent of any approved CE course will receive continuing education credit. Names and license numbers of students attending 100 percent of a CE course must be electronically entered into CMap (Course Management Application Program) in order for proper credit to be awarded.
- Rule 790-X-1-.09 allows for denial of an instructor application if the applicant has been found guilty of violating any provision of the Real Estate License Law or any rule, regulation, or order of the licensing authority in any state. If you hold a real estate license in another state, you must provide a certification of licensure (license history) from appropriate states.
- All appropriate documentation must be received within 30 days of the date the application was received or it will be denied.
- Attorney General Opinion 98-0066 cites applicable federal and state laws and says that the Alabama Real Estate Commission is required to collect the Social Security number of those who receive a license, certificate, permit, or other authorization to engage in a profession, occupation, or commercial activity. This means approved instructors must furnish their Social Security numbers.

Signature of Instructor

Date